



TOWN OF WESTFORD PLANNING DEPARTMENT

TOWN HALL
55 Main Street
WESTFORD, MA 01886
Telephone (978) 692-5524 Fax (978) 399-2732

NOTE: The Town Clerk requires a copy of application & plans

SITE PLAN

- ☐ 22 Applications stamped by the Town Clerk
- ☐ 10 large copies (24 x 36) **FOLDED 8 ½ X 11**
- ☐ 14 reduced copies (11 x 17) -1 for Town Clerk
- ☐ If drainage calculations are submitted = 3 copies
- ☐ A duplicate version of ALL application materials and supplemental materials must be submitted in an electronic format along with a signed affidavit stating it is identical to the hard copy application.
- ☐ 3rd Party Billing Form
- ☐ List of abutters **certified** by Town Assessor (no older than 3 months)
- ☐ 2 sets of mailing labels
- ☐ Filing fee* See attached
- ☐ Include check for postage x \$**3.54** per abutter*

***2 Separate Checks made payable to The Town of Westford**

SPECIAL PERMIT

- ☐ 22 Applications stamped by the Town Clerk
- ☐ 10 large copies (24 x 36) **FOLDED 8 ½ X 11**
- ☐ 14 reduced copies (11 x 17) -1 for Town Clerk
- ☐ If drainage calculations are submitted = 3 copies
- ☐ A duplicate version of ALL application materials and supplemental materials must be submitted in an electronic format along with a signed affidavit stating it is identical to the hard copy application.
- ☐ 3rd Party Billing Form
- ☐ List of abutters **certified** by Town Assessor (no older than 3 months)
- ☐ 2 sets of mailing labels
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ANR PLAN (Form A)

- ☐ 12 Applications stamped by the Town Clerk
- ☐ 1 large copy (24 x 36)
- ☐ 1 Mylar copy
- ☐ 12 reduced copies (11 x 17) -1 for Town Clerk
- ☐ A duplicate version of ALL application materials and supplemental materials must be submitted in an electronic format along with a signed affidavit stating it is identical to the hard copy application.
- ☐ Filing fees - \$200.00 per Lot
- ☐ Moving Interior Lot Line on an already approved plan \$100.00 per lot

PRELIMINARY SUBDIVISION (Form B)

- ☐ 22 Applications stamped by the Town Clerk
- ☐ 10 large copies (24 x 36) **FOLDED 8 ½ X 11**
- ☐ 14 reduced copies (11 x 17) -1 for Town Clerk
- ☐ A duplicate version of ALL application materials and supplemental materials must be submitted in an electronic format along with a signed affidavit stating it is identical to the hard copy application.
- ☐ 3rd Party Billing Form
- ☐ List of abutters **certified** by Town Assessor (no older than 3 months)
- ☐ 2 sets of mailing labels
- ☐ Filing fee * See Attached
- ☐ Include check for postage x \$**3.54** per abutter*

***2 Separate Checks made payable to The Town of Westford**

DEFINITIVE SUBDIVISION (Form C)

- ☐ 22 Applications stamped by the Town Clerk
- ☐ 10 large copies (24 x 36) **FOLDED 8 ½ X 11**
- ☐ 14 reduced copies (11 x 17) -1 for Town Clerk
- ☐ A duplicate version of ALL application materials and supplemental materials must be submitted in an electronic format along with a signed affidavit stating it is identical to the hard copy application.
- ☐ 3rd Party Billing Form
- ☐ List of abutters **certified** by Town Assessor (no older than 3 months)
- ☐ 2 sets of mailing labels
- ☐ Filing fee* See Attached
- ☐ Include check for postage x \$**3.54** per abutter*

***2 Separate Checks made payable to The Town of Westford**

** Less amount of filing fee paid during the preliminary subdivision plan stage

ARTICLE VII

Fee Schedule

[Added 6-16-92; Amended 11-3-95; Amended 3-1-04]

Section 218-26 General Provisions:

A. Introduction

The Planning Board shall assess an Application Fee to cover the cost of processing all Planning Board applications. The fee shall be deposited in the General Fund of the Town of Westford. Application Fees are to be submitted as part of the initial application. An application filed without the inclusion of these fees will be considered incomplete and not received and no review work shall commence until the fee has been paid in full. All checks submitted shall be made out to the Town of Westford. No permits shall be issued until all fees are paid in full.

B. Refund of Application Fees

Once the application has been received, there shall be no refunding of Application Fees, including the case of withdrawals by the Applicant. For this reason it is important the Applicant consult with the Planning Board office prior to formal application to ensure that the appropriate permits and reviews are being sought. Notwithstanding this consultation it is the sole responsibility of the applicant to ensure that all necessary permits, licenses and reviews are sought and obtained.

C. Legal Notices

Applicants for Subdivisions shall be responsible for the cost of publication of the required legal notices. A signed 3rd party Billing Form shall be submitted with the application or the application will be deemed incomplete.

D. Postage Fee

The Applicant shall provide a check made out to the Town of Westford to accommodate 2 mailings for both the notice of public hearing and the notice of decision. This check shall be made out to the Town of Westford.

E. Schedule of Application Fees

The filing fee for an application under the Town of Westford Planning Board Rules and Regulations and Zoning Bylaw shall be as listed below.

TYPE OF APPLICATION	FILING FEE
FORM A (ANR Plan)	\$200.00 Per lot
<i>Moving interior lot line on already approved plan</i>	\$100.00 Per Lot
FORM B (Preliminary Subdivision)	
Residential (conventional or open space)	\$600.00 Per lot
Non Residential	\$6.00 per linear foot of roadway
FORM C (Definitive Subdivision)	
Residential (Conventional or Open Space)	\$1900.00 per lot*
Residential (Flexible Development, Senior Residential Multifamily)	\$600.00 per unit
Nonresidential	\$19.00 per linear foot of roadway*

*Less amount of filing fee paid during the preliminary subdivision plan stage

TYPE OF APPLICATION	FILING FEE
Street Acceptance	\$2,000.00 per street, plus \$0.25 per linear foot in excess of 1,000 feet
Bond Establishment	\$800.00 Flat fee up to 1,000 linear feet of roadway, plus \$0.30 per linear foot in excess of 1,000 feet.
Bond Adjustment	\$400 Flat fee up to 1,000 linear feet of roadway adjusted plus \$0.15 per linear foot adjusted in excess of 1,000 feet
Bond Release	\$600.00 Flat fee up to 1,000 linear feet of roadway adjusted plus \$0.15 per linear foot adjusted in excess of 1,000 feet
Administrative Review to Approved Plans	\$300.00

F. Modification of Application

For those applications that are assessed Application Fees calculated in part by the number of lots or units being sought, which during the review process undergo a change in design resulting in a change in the number of lots or units being sought, the following rules shall apply:

1. If the number of lots or units being sought increases over the number indicated in the Application, the Applicant shall pay a fee equivalent to the difference between the fee originally paid and the fee that would have been paid had the original submission included these additional lots or units. No review of these additional lots or units shall take place until this additional fee is paid to the Planning Board office, and failure to make this payment within fourteen (14) days after requesting additional lots shall be grounds for denial of the application.
2. If the number of lots or units being sought decreases from the number originally sought, a refund of that portion of the application fee predicated on those lots or units shall be granted only if, in the judgment of the Planning Board, no review of those lots or units has taken place or no incremental expense has been incurred by the Board in the review process which would not have been incurred in the absence of the lots or units deleted. Such judgment by the Planning Board shall require a motion carried by the majority of elected Board members and the Boards' judgment in such matters shall be deemed final.

Town of Westford Planning Board Rules and Regulations
for
Special Permit and Site Plan Review

Fee Schedule

[Adopted 3-1-2004]

A. Introduction

The Planning Board shall assess an Application Fee to cover the cost of processing all Planning Board applications. The fee shall be deposited in the General Fund of the Town of Westford. Application Fees are to be submitted as part of the initial application. An application filed without the inclusion of these fees will be considered incomplete and not received and no review work shall commence until the fee has been paid in full. All checks submitted shall be made out to the Town of Westford. No permits shall be issued until all fees are paid in full.

B. Refund of Application Fees

Once the application has been received, there shall be no refunding of Application Fees, including the case of withdrawals by the Applicant. For this reason it is important the Applicant consult with the Planning Board office prior to formal application to ensure that the appropriate permits and reviews are being sought. Notwithstanding this consultation it is the sole responsibility of the applicant to ensure that all necessary permits, licenses and reviews are sought and obtained.

C. Legal Notices

Applicants for Site Plan Review and Special Permits shall be responsible for the cost of publication of the required legal notices. A signed 3rd party Billing Form shall be submitted with the application or the application will be deemed incomplete.

D. Postage Fee

The Applicant shall provide a check made out to the Town of Westford to accommodate 2 mailings for both the notice of public hearing and the notice of decision. This check shall be made out to the Town of Westford.

E. Schedule of Application Fees

The filing fee for an application under the Town of Westford Planning Board Rules and Regulations and Zoning Bylaw shall be as listed below.

TYPE OF APPLICATION	FILING FEE
<i>SITE PLAN REVIEW</i>	
Filing fee (for Applications up to 1000 gross square feet)	\$3,000.00
1,001 - 20,000 gross square feet	\$3,000.00 + \$100.00 for every additional 1,000 gross square feet
20,001 - 75,001 gross square feet	\$4,900.00 + \$50.00 for every additional 1,000 gross square feet in excess of 20,000 gross square feet
75,001 or more	\$7,650.00 + \$25.00 for every additional 1,000 gross square feet in excess of 75,000 gross square feet
For Plan principally without Structures	
Filing Fee	\$1,000.00
+ additional fee per 40,000 Square feet of gross land area	\$300.00

TYPE OF APPLICATION	FILING FEE
<i>SPECIAL PERMITS</i>	
Townhouse/Multifamily Development	Use Form B and C fees
Open Space Residential Development	Use Form B and C fees
Assisted Living Facilities	Use Form B and C fees
Flexible Development - based on # of units in development (excluding affordable and age restricted units)	\$1,500.00 minimum filing fee. Plus an additional \$300.00 fee per unit
Mill Conversion Overlay District - based on # of units in development (excluding affordable and age restricted units)	\$300.00 per unit up to the first 25 units. \$100.00 for every unit over the first 25.
Planned Commercial Developments and Planned Industrial Developments	\$5,000.00 filing fee
Common Driveways	\$1,250.00 + \$100 per lot served
Earth Removal	\$850.00 up to first 5,000 cubic yards: \$75.00 additional per each 1,000 yards above 5,000 cubic yards
Water Resource Protection District	\$300.00
All other Special Permits	
- Residential	\$300.00
- Commercial/ Industrial	\$500.00

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1. If the number of lots or units being sought increases over the number indicated in the Application, the Applicant shall pay a fee equivalent to the difference between the fee originally paid and the fee that would have been paid had the original submission included these additional lots or units. No review of these additional lots or units shall take place until this additional fee is paid to the Planning Board office, and failure to make this payment within fourteen (14) days after requesting additional lots shall be grounds for denial of the application.
2. If the number of lots or units being sought decreases from the number originally sought, a refund of that portion of the application fee predicated on those lots or units shall be granted only if, in the judgement of the Planning Board, no review of those lots or units has taken place or no incremental expense has been incurred by the Board in the review process which would not have been incurred in the absence of the lots or units deleted. Such judgement by the Planning Board shall require a motion carried by the majority of elected Board members and the Boards' judgement in such matters shall be deemed final.

G. Consultant Review Fee

The applicant shall be responsible for the cost of consulting services that the Board may incur for review of the applicant's project as established under Massachusetts General Law Chapter 44, Section 53G. Said cost shall be billed to the applicant and paid within thirty (30) days. The applicant shall deposit the necessary fees into an Agency Escrow Municipal Developer Account established specifically for the project. If, at any time, additional funds for review are required, the applicant shall deposit the necessary additional funds into the established account. Review of the application will not continue until such a deposit is made. Any funds remaining and interest accrued will be returned to the developer upon written request after the issuance of a decision by the Planning Board or upon Applicants withdrawal of the Application.

H. Consultant Review Procedure

Upon referral of the application or specific elements of the application to a Consultant by the Planning Board the Applicant shall follow the procedures established below:

1. A check in the amount established by the Planning Board for review of the application and a completed Deposit Slip for the Developer Escrow Account shall be submitted to the Planning Department with the following information:
 - a. Taxpayer ID# of the Applicant
 - b. Name and Address of the Applicant
 - c. A dated and signed Substitute W9 Section
2. The funds will be deposited in the Agency Escrow Account in the name of the developer. Any interest will accrue to the individual developer account.

3. Copies of Invoices from Consultants for work completed will be forwarded to the Applicant for informational purposes.
4. Payments to Consultants will be made from the Agency Escrow Account. These payments shall be made within 30 days of receipt by the Applicant.
5. After the Planning Board decision or Applicants withdrawal of the Application, any unused funds and interest will be returned to the Applicant upon written request.

Any queries regarding Invoice amounts will be addressed in the next available Planning Board public meeting. All costs of collection associated with past due accounts shall be borne by the Applicant.

I. Revision of Fee Schedules and Regulations Governing Fees

The Planning Board may review and revise its regulations and fee schedules from time to time, following an advertised public hearing. Any amendments to these regulations shall take effect upon filing a copy of the amendments with the Westford Town Clerks office.